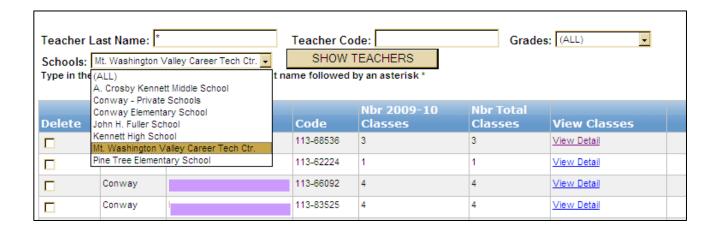


How to Score CTE Competencies in Performance Tracker

- 1) Login to Performance Pathways through myNHDOE (https://my.doe.nh.gov/).
- 2) Once in Performance Pathways, click on the icon labeled "TEACHERS"
 - a. Depending on permission level, the Performance Tracker welcome screen may include an icon labeled "*CLASSES*." This is typically only visible under Teacher-level permission and is not visible to District, SAU or other user types (click here for a breakdown of permission levels).
 - b. Clicking on the "CLASSES" icon should bring a teacher directly to a list of his or her classes. If this is the case, skip ahead to Step 4.
 - c. <u>IF THERE IS NO "CLASSES" ICON</u>, or if the icon does not take the teacher to a list of classes, continue to Step 3.
- 3) Type in the teacher's last name under "*Teacher Last Name*" and select the CTE center from the drop-down menu labeled "Schools."
 - a. Make sure to select the CTE center, not the high school
 - b. Typing an asterisk into the Last Name search box (*) will allow a search for all teachers. Depending on permission level, this will bring up a list of teachers in the CTE center.
 - c. Here's an example, using Mt. Washington Valley Career-Tech Center:



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4) Find the correct name and click "View Detail" in the "View Classes" column. This will bring you to a list of that teacher's classes. To view the students in each class and score CTE competency assessments, click the Class Name.

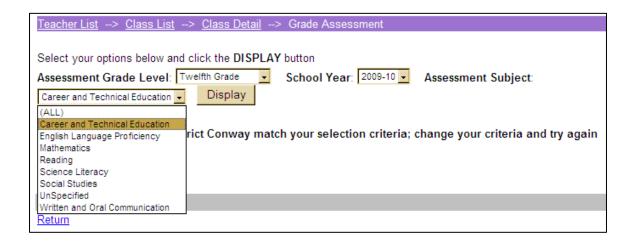
Teacher Name:									
Teacher 0	ode: 1	13-68536 (ID:21675)							
Delete	School Yea	r Class Name	School	Grade	Subject	Description	Students	Active?	Edit
	2009-10	2010-CAD II CP	Conway Mt. Washington Valley Career Tech Ctr.	Eleventh Grade	UnSpecified		16	Yes	Edit Class
	2009-10	2010-INTRO TO CAD	Conway Mt. Washington Valley Career Tech Ctr.	Ninth Grade	UnSpecified		11	Yes	Edit Class
	2009-10	2010-INTRO TO CAD	Conway Mt. Washington Valley Career Tech Ctr.	Twelfth Grade	UnSpecified		8	Yes	Edit Class
	All Students 2009-10 3:						35		

- 5) After clicking on the class name, the user will go to the *Class Detail* screen. To score a CTE competency assessment, click the link labeled "*Grade Assessment*" located beneath the class information.
 - a. When in the *Class Detail* screen, a list of all the students currently enrolled in that class will be displayed. Clicking on each student's name will bring the user to that student's Student Profile page, where the user can view the student's history in the NH school system since 2006.

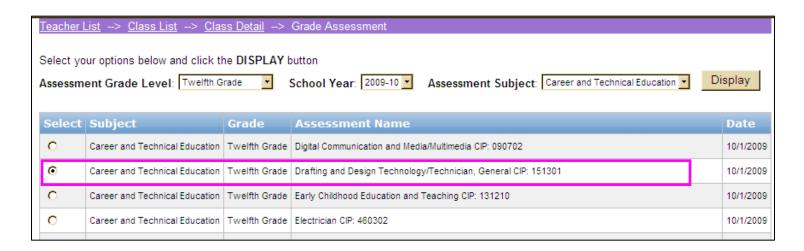
Class Na	me:	2010-CAD II	CP							
Class Code:		28240-CT301012010-1_2009								
Descripti	ion:									
Grade:		Eleventh Gr	ade	Subjec	:t: Ur	nSpecified				
School: Begin Date: School Year:		Mt. Washington Valley Career Tech Ctr.			nbr: C2	C216				
				End Da	ite:	Yes				
		2009		Active 1	? Ye					
Select	Studer	nt Name	Student Code	Grade	Gender	Student Groups				
			1148338497	Eleventh Grade	Male	Absences nbr days , All Students, CTE Participants, CTE Program Madison, Nbr Schools Attended - 1, Promotion - Promoted				
			1143216467	Twelfth Grade	Male	Absences nbr days , All Students, Bartlett, CTE Participants, CTE Program, Nbr Schools Attended - 1, Promotion - Promoted				
			1143251697	Eleventh Grade	Male	Absences nbr days , All Students, CTE Participants, CTE Program				
						Nbr Schools Attended - 1, Promotion - Promoted, Tamworth				

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- 6) This is the *Grade Assessment* screen. Change the dropdown menus to reflect the following, then click "*Display*":
 - a. **ASSESSMENT GRADE LEVEL**: Twelfth Grade (select "Twelfth Grade" regardless of the grade levels enrolled in the course)
 - b. **SCHOOL YEAR**: Current school year (ie, 2009-10)
 - c. ASSESSMENT SUBJECT: Career and Technical Education



7) Select the appropriate CTE assessment from the list, then scroll to the bottom of the page and click "CONTINUE."



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8) A list of students enrolled in that class will be displayed, with the option to "Click to Grade" each student. Click on "Click to Grade" for the first student in the list.

Teacher List:	> Class List			
First Name:	La	ast Name:		
Class Name: Description:	2010-CAD II CF			
Grade:	Eleventh Grade	Subject: UnS	pecified	
Selected Asse	essment to grad	sessment de: Drafting and D 10/1/2009	esign Technology/Te	chnician, General CIP: 15
Selected Asse Assessment Da Nbr Sections:	essment to grad	de: Drafting and D 10/1/2009 12		
Selected Asse Assessment Da Nbr Sections:	essment to gradate: Sections Graded	de: Drafting and D 10/1/2009	esign Technology/Te	Student Code
Selected Asse Assessment Da Nbr Sections:	essment to gradate: Sections	de: Drafting and D 10/1/2009 12		
Selected Asse Assessment Da Nbr Sections:	essment to gradate: Sections Graded	de: Drafting and D 10/1/2009 12		Student Code
Selected Asse Assessment Da Nbr Sections: Action Click to Grade	Sections Graded	de: Drafting and D 10/1/2009 12		Student Code
Selected Asse Assessment Da Nbr Sections: Action Click to Grade Click to Grade	Sections Graded 0	de: Drafting and D 10/1/2009 12		Student Code 1148338497 1143216467

9) Proceed to enter scores for that student.

a. Scoring is based on a 1-4 scale, where 1 is lowest and 4 is highest.

1 = No Exposure	2 = Novice	3 = Proficient	4 = Mastery
Subject is or was not covered in class	Student requires significant supervision to demonstrate	Student regularly demonstrates skill or	Student demonstrates skill or knowledge numerous
	skill or knowledge.	knowledge.	times without supervision

- b. All questions do not have to be scored at once. The teacher may choose to score only those competencies covered in class to date.
- c. Scores are not fixed in stone. The teacher may return to a student's scores at any time and revise them to reflect improvement or deterioration in any of the scored skills.
 - i) CTE centers may have different policies regarding how often scores are entered and when they should be completed. Please be aware of and adhere to the school's policy.

Question	Question text(Optional)		Ques Type	Correct Answer	
1	Select appropriate media for task/job. [AAI 4. Technical and Production Skills: Identify specific production and technical skills required for this industry.] [AAI 5. Underlying Principles of Technology: Explain through discussion the technological systems used within this industry.]	4	Open Ended	N/A	Student Score: 4
/	Demonstrate the use of drawing instruments to complement drafting media.	4	Open Ended	N/A	Student Score: 2
3	Construct sketches to conceptualize ideas or objects.	4	Open Ended	N/A	Student Score: 2
4	Construct sketches to describe an object.	4	Open Ended	N/A	Student Score: 3
_					

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10) Once the teacher has completed scoring the scoring session, they must save the scores by clicking one of the *Update* options at the bottom of the screen:

- a. <u>UPDATE</u>: Clicking the *Update* button will save the scores that were just entered or revised, and the user will remain in the same student's scoring screen. This is useful, when entering many scores for the same student, if the teacher wants to save his or her progress as they go without exiting the student's scoring screen.
- b. <u>UPDATE AND GET NEXT STUDENT ALPHABETICALLY</u>: Clicking on this link will save the scores that were just entered or revised for the current student, and the user will then be moved ahead to score the next student enrolled in the same class.
- c. GET NEXT STUDENT ALPHABETICALLY (No Update): Clicking on this link will discard any scores that were just entered or revised for the current student during the current scoring session, and the user will be moved ahead to score the next student enrolled in the same class.
- d. **RETURN TO CLASS LIST**: Clicking on this link will return the user to the full class list. Make sure to click *Update* before returning to the class list, or scores that were entered or revised during the scoring session will not be saved.

Be on the lookout for more Performance Pathways guidance from the NH Department of Education!

In the meantime, please feel free to refer to the user guides located on the <u>DOE website</u> for additional Performance Tracker information.

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